

CITY OF GAITHERSBURG, MD RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. : M203 Page 1 of 1
Planning and Code Administration Neighborhood Services Team		
Item No.	Description	Retention
1.	Amusement Licenses	Retain for 1 year, then destroy.
2.	Correspondence – General	Retain for 2 years from original date of issuance, then destroy.
3.	Hawkers/Peddlers License	Retain for 1 year after expiration date, then destroy.
4.	Home Occupation Licenses	Retain for 1 year after expiration date (if not renewed), then destroy.
5.	Hotels/Motels Licenses	Scan and retain images for 2 years from expiration date, then destroy.
6.	Landlord-Tenant Case Files	Scan and retain images for 3 years from case closure date, then destroy.
7.	Municipal Infractions	Retain for 2 years from date of judgment, scan, and then destroy.
8.	Rental Housing Licenses	Current within 2 years scanned, then destroy.
9.	Statistical Reports	Retain until superceded, then destroy.

  
Gregory J. Ossont, Department Director

  
Date

  
David B. Humpton, City Manager

  
Date

  
Schedule Approved by State Archivist

AUG 09 2005  
Date